

**Questions and answers regarding  
ITPC 2003-2004 Local Community-based  
and Minority-based Request for Applications**

- 1. Is there a deadline for when proposals should be submitted, and is this deadline the same for both community-based and minority-based applications?**
  - a. Yes, the deadline is October 10, 2003 5:00 p.m. EST for both local community-based and minority-based applications. Proposals must be received at the ITPC office, 150 W. Market Street, Suite 406, Indianapolis, Indiana 46204. This deadline will be strictly enforced. In order to maintain the competitive process for this Request for Application process, there will be no exceptions to this deadline.
- 2. Can our coalition do a comprehensive program in my community and should we focus on each of the 4 goal areas?**
  - a. Due to the drastic budget cuts to the ITPC program, the appropriate funding levels to continue the comprehensive program are no longer available. Each coalition must strategically decide which program areas should be the focus in your community.
- 3. When will we know if our coalition is funded?**
  - a. Recommendations for funding will be presented the ITPC Executive Board on November 13, 2003. Coalitions will be notified of award after this meeting.
- 4. Where do I get a registration form for the workshop?**
  - a. Registration forms for the five regional workshops are available on the ITPC website, [www.itpc.in.gov](http://www.itpc.in.gov); by contacting your regional director; and by contacting the ITPC office, 317.234.1787.

**5. What is the time for the workshops?**

- a. The five regional workshops will be held from 8:00 a.m. to 4:30 p.m. (local time) at the following locations:

**Tuesday, August 26, 2003**

Radisson Hotel at Star Plaza  
800 East 81<sup>st</sup> Avenue  
Merrillville, IN 46410  
219.769.6311

**Wednesday, August 27, 2003**

Holiday Inn Hotel & Suites  
300 East Washington Blvd  
Ft. Wayne, IN 46802

**Thursday, August 28, 2003**

Adams Mark Hotel  
120 W. Market Street  
Indianapolis, IN 46204  
317.972.0600

**Tuesday, September 2, 2003**

Ramada Inn Riverfront  
700 West Riverside Dr. (I-65 Exit 0)  
Jeffersonville, IN 47130  
812.284.6711

**Friday, September 5, 2003**

University of Evansville  
Union Building  
Bower-Suhrheinrich Room  
Evansville, IN 47714  
812.479.2261

**6. Is my coalition required to attend the workshop to submit an application?**

- a. While attending one of the workshops is not a requirement, it is strongly suggested that a team of coalition members plan to attend. Please plan for all of your team members to attend the same workshop location. These workshops are intended for your coalition to work on sections on your work plan.

- 7. How do previously funded coalitions handle any carryover dollars from 2003?**
- a. Carryover dollars will not impact the Review Committee's decision for funding level for your new application. However, you do need to work this rollover amount into your overall 18-month budget. Please provide your best estimate for this carryover amount.
- 8. What if the carryover amount changes or is not exact?**
- a. Based upon your budget for the remainder of 2003, you should be able to provide your best estimate for this carryover amount.
- 9. If a coalition is not funded in 2004-2005, what happens to any remaining funds from 2003?**
- a. Any unspent funds after the contract period ends must be returned to ITPC.
- 10. If a 2002-2003 coalition doesn't apply for 2004-2005 funding, what happens to any remaining funds from 2003?**
- a. Any unspent funds after the contract period ends must be returned to ITPC.
- 11. Does geographic location on a county influence amount of funding a community will be awarded?**
- a. No. The funding ranges provided on page 4 of the application for Community-based partnerships and on page 5 for the Minority-based are based upon county population and are to be used as a guideline for funding. A lower amount of funding could be awarded to a coalition and no minimum level of funding is guaranteed for any county. The content of the proposal, history of participation in ITPC training and reporting, effort and accomplishment will be the primary factors in determining the amount of funding.
- 12. If my county is eligible for a community-based and a minority-based grant, should one application be submitted for our county or should an application be submitted for both the community-based and minority-based funding?**
- a. Community-based and Minority-based coalitions should coordinate their work plans but each coalition should submit their own application.

**13. Can coalitions be awarded a funding level lower than the amount requested?**

- a. Yes. The Review Committee will determine the appropriate level of funding. The funding ranges provided on pages 4-5 of the application are to be used as a guideline. A lower amount of funding could be awarded to a coalition and no minimum level of funding is guaranteed for any county. In preparing your proposal, focus on what you need to run your program in your community.

**14. Where can I find the guidelines for minority program funding?**

- a. The funding chart for the 29 eligible counties for minority programs can be found on page 5 of the application on the ITPC website, [www.itpc.in.gov](http://www.itpc.in.gov); by contacting your regional director; or by calling the ITPC office 317.234.1787.

**15. What makes a minority organization eligible for the minority-based funding.**

- a. The organization must be minority-owned OR a majority of the organization's board membership must be minorities.

**16. How to obtain an application?**

- a. An application for 2004-2005 Local Community-based and Minority-based Programs is available on the ITPC website, [www.itpc.in.gov](http://www.itpc.in.gov); by contacting your regional director; by contacting the ITPC office, 317.234.1787.

**17. How should coalitions plan for the media component of the work plan?**

- a. The statewide paid media campaign will be coordinated through ITPC advertising contractor, MZD Advertising. Local coalitions should look for opportunities to support and extend this paid media campaign through events in local communities

**18. The application states that all paid personnel must be working strictly on tobacco initiatives. Does that mean we can no longer do what we have been doing here with part of our coordinator's time devoted to tobacco coalition work? Would we now have to hire a part time coordinator?**

- a. If your coalition determines that it only needs a part time coordinator, the person in this position must spend the allocated amount of time for tobacco control activities. This individual may split their time with other work. The only emphasis is that the hours allocated by the coordinator for tobacco control, be hours devoted to tobacco control for the coalition.

**19. How should the minimum requirements be incorporated into the work plan or should it be included?**

- a. The minimum requirements outlined in the application should be incorporated within your coalition's work plan. There will not be one way to do this but based upon the work your coalition plans to do.

**20. How should the accountability process be incorporated into the proposal?**

- a. The accountability process for subcontractors and mini-grantees may be an attachment to your proposal.

**21. On page 6, additional guidelines state that cessation services must be through a subcontract and not a mini grant. Can you explain this?**

- a. Cessation services would still be contracted through the local coalition, but not as a mini-grant only as a subcontract. Cessation services may only be paid for after the services have been delivered. A mini-grant is an agreement that allows for payment to be given to the organization prior to work being completed. A subcontract only allows for work to be paid for after services are rendered. This will allow for more accountability for the number of persons served by the subcontractor. We only want to pay for the services after they are provided, thus eliminating large amounts of funds paid out with no demand for the service. Please use a subcontract form on coalition letterhead for this type of an agreement.

**22. What if a cessation promotions and materials are needed to get a program set up, is this permitted?**

- a. This arrangement would be permitted. Please see the responses to questions 20 and 21 for more information.

**23. Regarding the audited financial statements, at which level of the organization should the financial records represent? (example: university)**

- a. The audit requirement applies to any non-governmental entity. If the organization is a state university, or a state, local or city government organization or agency, an audit would not be required. If it is a private university, or entities that are not state institutions, organizations, or agencies, the audit should be comprehensive. We need comprehensive audited financial statements. A complete set of financial statements commonly referred to as "entity-wide" financial statements on the entire entity. Fund level or fund group level audits are not sufficient. For instance a for-profit organization would provide an Income Statement, a Balance Sheet, and a

Statement of Cash Flows. Please provide comparable statements appropriate for your type of entity.

**24. Our organization's year end audit just occurred, for what time period did you want these audited financial statements?**

- a. The audit should be for the most recent financial period, either fiscal year or calendar year. Please provide the most current audited financial statements. Audited financial statements cannot be more than 2 years old, whether fiscal or calendar year end statements.

**25. Would you consider taking "reviews", which are not full audit statements, from small agencies?**

- a. Financial Statements issued by small agencies that have had a "review" or an "examination" will be accepted if the entity is a State Agency, and the "review" or "examination" conducted on State Agencies, was performed by the State Board of Accounts. These "reviews" or "examinations" do not include the "monitoring engagements" conducted by the State Board of Accounts for ITPC grant monitoring purposes. The "monitoring engagements" are compliance reviews conducted to ensure grantees are in compliance with the approved plan, budget, and contract stipulations set forth by ITPC.

**26. Please provide more clarity for hourly wages for staff? What is permitted or recommended?**

- a. Hourly wages are set by the recipient organization, based on the duties and responsibilities assigned to the individual, with approval from ITPC. Develop a job description for the position including specific duties and responsibilities, hours required, list of individuals the person will interact with in order to get the job done, and any other detailed information required to do the job. Then compare this position to similar positions within your organization and other similar organizations within your community. Do not rely on job title alone for salary comparisons. Be more concerned with what the position is required to accomplish, the duties and responsibilities assumed to successfully complete the tasks assigned.

**27. It is stated that all income generated with these grant monies should be added back into the grant funds. For example, if we charge a small registration fee for an activity we are hosting, can we use the revenue generated here to pay for food for a youth event?**

- a. Any income or interest generated by ITPC grant funding must be used consistently with the original plan and budget. The funds must be used as stipulated in the approved plan, including any pre-approved plan and budget modifications. Any prohibitions on the original grant funding apply to income generated by the grant funds.

If you host an event where you charge participants fees just enough to cover for food, this is not income to the grant. Please keep careful records of this activity because if you run the food expense and the fees paid through your tobacco account, without adequate documentation, the SBOA will account for this as:

- 1) an unallowable expenditure, and
- 2) income used inconsistently with the grant requirements.

Please make sure you provide receipts to participants for their fees, and keep the receipts from the food purchased to prove the fees covered the cost of the food. If you charge more than the cost of the unallowable expense, then you are generating income to the grant, which must be used the same as other original grant funds and interest on those funds. If you cannot adequately document this transaction, you will get a negative finding and may be required to reimburse the grant for the food expenditure if you cannot prove the actions taken. If you do not receive fees sufficient enough to cover the cost of the food, that may result in a reimbursement to the grant for an unallowable expense item as well.

Another option is to consider co-hosting the event with another organization, have the participants pay the fees to the other organization, who then pays for expense of the food.

If you purchase items such as t-shirts, Frisbees, pens, etc. (items pre-approved and budgeted for), with ITPC grant funds, and then sell those items, the income derived from those sales is income attributable to the grant and must be used under the grant guidelines.

**28. Where is the fixed asset form?**

- a. An example of a fixed asset form will be provided in the workshop manual. The items needed for the fixed asset sheet are listed on page 19. This is listed in the back of the budget worksheet form.

**29. Regarding the additional guideline on page 6 discussing curriculum that should only be offered to middle and high school students, would Tar Wars be inappropriate?**

- a. "Tar Wars" is not technically a student curriculum but rather a community awareness program. Therefore, this program may be appropriate for your community based upon the work plan you develop. We are discouraging curriculum programs for children too young and focusing our efforts on the target age for tobacco use initiation, typically middle school age and older. With minimum funding available for programs we need to be more targeted in our approach.

**30. It was noted that a change for the next application was that there would be a required plan for education policy makes on the use of the tobacco funding in our community. Will you be reviewing the legislator education processes that are required in the RFP?**

- a. Training on the education plan will be provided at the upcoming regional workshops.

**31. Are you subtracting the roll-over amount from the additional funding amount requested from ITPC?**

- a. No. The amount of funding requested should taken into account any carryover amount from 2003. Please only request funds that are above what your coalition has remaining for 2003.

**32. Is this the final version of the RFP Packet?**

- a. An updated version of the application can be found on the ITPC website. The only change is the addition of the minority-based partnership funding chart. Additional materials for the RFP will be provided at the workshops although application information and required forms have been given to you.

**33. Should the minority and community-based partnerships come to the RFP training together?**

- a. If possible, both partnerships should attend the same meeting. There is an expectation that the partnerships demonstrate how they are working together in the proposal, so coming to the same meeting may help them get started on that process.

**34. Is there a separate proposed funding level matrix for minority programs? Or are the minority-based funding ranges the same as the local community based funding ranges?**

- a. The funding ranges for minority-based and community-based programs are on the following pages.



**2004-2005 Local Minority-based Funding Ranges<sup>1</sup>**  
**January 2004-June 2005**

INDIANA COUNTY	Minority Population	Funding Potential Available January 1, 2004 to June 30, 2005	
		Low	High
ALLEN	56,082	\$183,330	\$203,700
BARTHOLOMEW	4,143	\$15,120	\$16,800
CASS	2,579	\$10,395	\$11,550
CLARK	9,358	\$33,075	\$36,750
CLINTON	1,896	\$8,505	\$9,450
DELAWARE	11,046	\$38,745	\$43,050
ELKHART	24,860	\$81,270	\$90,300
FLOYD	4,816	\$17,010	\$18,900
GRANT	7,928	\$29,295	\$32,550
HAMILTON	10,233	\$35,910	\$39,900
HENDRICKS	3,435	\$13,230	\$14,700
HOWARD	8,751	\$31,185	\$34,650
JOHNSON	3,456	\$13,230	\$14,700
KOSCIUSKO	3,999	\$15,120	\$16,800
LAKE	161,360	\$510,300	\$567,000
LAPORTE	15,085	\$51,030	\$56,700
MADISON	13,469	\$46,305	\$51,450
MARION	253,834	\$798,525	\$887,250
MARSHALL	2,031	\$8,505	\$9,450
MIAMI	2,273	\$9,450	\$10,500
MONROE	11,092	\$38,745	\$43,050
NOBLE	2,777	\$11,340	\$12,600
PORTER	6,900	\$25,515	\$28,350
PUTNAM	1,837	\$8,505	\$9,450
ST. JOSEPH	46,738	\$154,035	\$171,150
TIPPECANOE	16,534	\$55,755	\$61,950
VANDERBURGH	18,396	\$61,425	\$68,250
VIGO	9,844	\$34,965	\$38,850
WAYNE	5,688	\$21,735	\$24,150
Total Single County Funding		\$2,361,555	\$2,623,950
Total Multi-County Funding <sup>2</sup>		\$1,388,445	\$1,126,050
<b>TOTAL MINORITY PROGRAM FUNDING</b>		<b>\$3,750,000</b>	<b>\$3,750,000</b>

<sup>1</sup> These funding ranges are provided as a guide, no minimum funding amount is guaranteed for individual counties.

<sup>2</sup> Funding Range for minority partners representing multiple counties.

**2004-2005 Local Community-based Funding Ranges<sup>3</sup>**  
**January 2004-June 2005**

ADAMS	\$47,700	to	\$63,600	LAWRENCE	\$54,450	to	\$72,600
ALLEN	\$299,160	to	\$398,880	MADISON	\$131,670	to	\$175,560
BARTHOLOMEW	\$68,490	to	\$91,320	MARION	\$589,410	to	\$785,880
BENTON	\$23,670	to	\$31,560	MARSHALL	\$54,000	to	\$72,000
BLACKFORD	\$23,670	to	\$31,560	MARTIN	\$23,670	to	\$31,560
BOONE	\$54,540	to	\$72,720	MIAMI	\$49,050	to	\$65,400
BROWN	\$23,670	to	\$31,560	MONROE	\$124,650	to	\$166,200
CARROLL	\$40,320	to	\$53,760	MONTGOMERY	\$49,950	to	\$66,600
CASS	\$51,750	to	\$69,000	MORGAN	\$65,880	to	\$87,840
CLARK	\$111,420	to	\$148,560	NEWTON	\$23,670	to	\$31,560
CLAY	\$43,830	to	\$58,440	NOBLE	\$54,630	to	\$72,840
CLINTON	\$47,880	to	\$63,840	OHIO	\$23,670	to	\$31,560
CRAWFORD	\$23,670	to	\$31,560	ORANGE	\$39,870	to	\$53,160
DAVISS	\$45,630	to	\$60,840	OWEN	\$41,220	to	\$54,960
DEARBORN	\$54,540	to	\$72,720	PARKE	\$38,700	to	\$51,600
DECATUR	\$42,750	to	\$57,000	PERRY	\$39,600	to	\$52,800
DEKALB	\$51,390	to	\$68,520	PIKE	\$23,670	to	\$31,560
DELAWARE	\$123,660	to	\$164,880	PORTER	\$139,050	to	\$185,400
DUBOIS	\$51,030	to	\$68,040	POSEY	\$44,100	to	\$58,800
ELKHART	\$217,350	to	\$289,800	PULASKI	\$23,670	to	\$31,560
FAYETTE	\$43,290	to	\$57,720	PUTNAM	\$49,050	to	\$65,400
FLOYD	\$68,130	to	\$90,840	RANDOLPH	\$44,280	to	\$59,040
FOUNTAIN	\$39,150	to	\$52,200	RIPLEY	\$43,830	to	\$58,440
FRANKLIN	\$41,400	to	\$55,200	RUSH	\$39,240	to	\$52,320
FULTON	\$40,500	to	\$54,000	ST. JOSEPH	\$262,800	to	\$350,400
GIBSON	\$47,070	to	\$62,760	SCOTT	\$41,850	to	\$55,800
GRANT	\$69,570	to	\$92,760	SHELBY	\$53,100	to	\$70,800
GREENE	\$47,430	to	\$63,240	SPENCER	\$40,410	to	\$53,880
HAMILTON	\$217,350	to	\$289,800	STARKE	\$42,210	to	\$56,280
HANCOCK	\$59,670	to	\$79,560	STEUBEN	\$47,520	to	\$63,360
HARRISON	\$48,060	to	\$64,080	SULLIVAN	\$41,220	to	\$54,960
HENDRICKS	\$115,650	to	\$154,200	SWITZERLAND	\$23,670	to	\$31,560
HENRY	\$55,890	to	\$74,520	TIPPECANOE	\$140,310	to	\$187,080
HOWARD	\$75,870	to	\$101,160	TIPTON	\$38,340	to	\$51,120
HUNTINGTON	\$50,130	to	\$66,840	UNION	\$23,670	to	\$31,560
JACKSON	\$51,930	to	\$69,240	VANDERBURGH	\$211,410	to	\$281,880
JASPER	\$45,720	to	\$60,960	VERMILLION	\$38,430	to	\$51,240
JAY	\$41,220	to	\$54,960	VIGO	\$116,640	to	\$155,520
JEFFERSON	\$46,620	to	\$62,160	WABASH	\$48,420	to	\$64,560
JENNINGS	\$44,370	to	\$59,160	WARREN	\$23,670	to	\$31,560
JOHNSON	\$121,770	to	\$162,360	WARRICK	\$58,050	to	\$77,400
KNOX	\$50,760	to	\$67,680	WASHINGTON	\$44,190	to	\$58,920
KOSCIUSKO	\$69,930	to	\$93,240	WAYNE	\$68,310	to	\$91,080
LAGRANGE	\$48,420	to	\$64,560	WELLS	\$44,370	to	\$59,160
LAKE	\$383,040	to	\$510,720	WHITE	\$43,110	to	\$57,480
LAPORTE	\$118,980	to	\$158,640	WHITLEY	\$46,080	to	\$61,440

<sup>3</sup> These funding ranges are provided as a guide, no minimum funding amount is guaranteed for individual counties.

**35. Since up to 5% of the budget may be allotted for enforcement, can I use it to pay enforcement officers?**

- a. Local officers may be paid from these funds; however, ATC (Alcohol Tobacco Commission) officers who are commonly referred to as excise police, may not be paid. The total amount for the entire enforcement component of your program should not exceed 5%.